

RPT 1220: Cardholder Dispute form

[This report](#) creates a form that cardholders can use to dispute a card transaction.

This report creates a form that is specific to a single transaction dispute.

Using this Report

Use the Cardholder Dispute form to initiate a dispute with a bank over a posted card transaction. This report creates a form that assists you in the transaction dispute process. Supporting documentation may be required to file a dispute. Save this report for future reference until your dispute is settled.

Note: You cannot schedule this report.

Reporting Criteria

Required criteria

You must specify the following criteria to run this report:

- Account
- Transaction
- Dispute amount
- Dispute reason

Optional criteria

You can choose to use the following criteria as you generate this report:

- Cardholder information
 - Email
 - Phone
 - Fax
- Dispute type
- Phone
- Address (two lines)
- City and State/Province
- Country
- Postal Code
- Submit on behalf of cardholder option
 - Name
 - Phone
 - Email
- Relationship to cardholder

Features

This report includes the following features:

- Cardholder information, including:
 - Name
 - Account number
 - Phone number
 - Email address
 - Fax number
- Merchant information, including:
 - Name
 - Phone number
 - Address
- Transaction Information, including:
 - Reference number
 - Transaction date
 - Post date
 - Transaction amount
 - Disputed amount
- Instructions for disputing the transaction using this form, including:
 - Cardholder information
 - Transaction
 - Dispute information
 - Required supporting documentation
- Dispute reason
- Type of dispute
- Provide documentation instructions

Formatting Options

This report has no formatting options. Depending on the selected criteria, the report automatically generates different formats.

Output Options

You can export this report to the following file formats:

- PDF— Adobe Acrobat Portable Document Format file
- HTML— Hypertext Markup Language file

Note: The Cardholder Dispute form is best viewed as a PDF file.

**Break Point/
Sort Order**

Not applicable. This report contains information about a single transaction.

Report Number

RPT 1220

1220 Cardholder Dispute Form

Run By: Kelly Smith

Run Date: 10/28/2004 3:28:15 PM

CARDHOLDER DISPUTE FORM

CARDHOLDER INFORMATION

Linda WiliamsAcct#: 1001222233331237

Phone: 303-555-1111Email:

Fax:lwilliams@companyname.com

TRANSACTION INFORMATION

Merchant:MICHAELS #9851Phone:Reference #:24610433213004003564549

Tran Date: 5/2/2004Tran Amt: \$15.42

Post Date: 5/4/2004Dispute Amt: \$15.42

DISPUTE INFORMATION

Reason for Dispute: I never authorized this transactionType of dispute: Travel

Provide:

REQUIRED SUPPORTING DOCUMENTATION

Contact your bank representative for information on where to send the supporting documentation.

Required Supporting Documentation

If you have a question, contact your bank representative.

SIGNATURE BLOCK

Cardholder: Linda Williams

I am initiating this dispute on the behalf of the cardholder

Name:Relationship to cardholder:

Phone:Email:

Signature:
